

**DIXIE STATE UNIVERSITY™**  
 Facility Scheduling Request Form  
 (for off-campus requesters)

Today's Date:		Renter:			
Contact Person:			Email:		
Billing Address:			City:	State:	Zip:
Phone:		Cell:		Fax:	

**EVENT INFORMATION**

Event Full Name (no acronyms please):					
Event Date(s):	Event Start Time (am/pm):	Event End Time (am/pm):	Set-up Date/Time:	Take-down Date/Time:	Expected Attendance:
Venue/Rooms (list all spaces please):					
Event Description (be very specific):				Will registration fees be required for this request? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Catering? Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Note:</b> You are required to use Dixie State University Dining Services for on-campus events. No outside food or drink will be allowed on campus. Contact DSU Dining Services at catering@dixie.edu or 435-652-7676.			

Specific Equipment Needs:

**PAYMENT INFORMATION**

**NOTE:** Weekend or Break activities are subject to custodial fees (cost to be determined by head of custodial staff).

Payment must be received prior to event or event may be cancelled.  
 To pay by Check: Mail to: Dixie State University, Cashier's Office, 225 South 700 East, St. George, UT 84770.  
 To pay by Credit Card: Instructions for online payment will be sent along with your invoice. Please include invoice number located on DSU billing.

**TERMS & CONDITIONS**

I agree on behalf of the Renter, that the Renter will indemnify and hold Dixie State University harmless for injuries or accidents that may occur while Renter is utilizing scheduled and rented facilities. RENTER is financially responsible for any personal injuries or damage to facilities rented, and will provide proof of Liability Insurance in the amount of \$1 million per occurrence/\$3 million aggregate, naming Dixie State University as an "additional insured". The use of DSU trademarks and copyrighted materials is prohibited without the express permission of DSU's Marketing & Communication Department. The ability to serve alcohol at an event on DSU properties is restricted under University Policy 158. Event sponsors requesting alcohol service must receive written approval from the DSU Event Sponsorship Committee. DSU is a smoke-free campus.

Rental space is subject to availability, and the availability of authorized personnel. Requests may be cancelled within 10 days of scheduled events at no charge; however, after 10 days, a \$100 administrative, non-refundable fee will be imposed.

<b>Renter's Signature:</b>	<b>Date:</b>
----------------------------	--------------

**For Office Use Only**

**Scheduling Office Contact Information**

Scheduler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reservation ID: \_\_\_\_\_ Facility/Room Assigned: \_\_\_\_\_

**Vicki Peacock**  
 435-879-4350  
 vicki.peacock@dixie.edu

**Jenny Smith**  
 435-652-7650  
 jenny.smith@dixie.edu